

Part 415 - Leave

Subpart B – Annual Leave

CO415.2(9)

§CO415.2 Annual Leave Policy

(b) Annual Leave

(8) Employees are encouraged to schedule at least one two week leave period each year. Longer periods will be considered on a case-by-case basis, but approval will seldom be granted for periods in excess of three consecutive weeks.

(9) Employees carrying in excess of 100 hours of leave above the 240 hour ceiling will present to their supervisor an OPM Standard Form 71, Request for Leave or Approved Absence, detailing scheduled leave and requesting approval for the same by September 1 of each calendar year.

Additionally, leave from December 1 through the end of pay period 26 will be limited to 104 hours with no more than one period of time comprising 2 consecutive weeks. As an example: 8 days of leave during the weeks of Christmas and New Years would result in 64 hours of leave used and provide 2 consecutive weeks of time off. This would leave 40 hours of leave to utilize in 1 and 2 day blocks before and after the holidays. Requests for 3 consecutive weeks will be given consideration on a case-by-case basis, but will be discouraged. Approval of such leave will be dependent upon the need to maintain an adequate workforce to meet workload demands. If an employee desires to exercise the use of the 104 hours of leave during the holiday season, an SF-71 detailing the scheduled leave, will be submitted to your supervisor no later than November 1.

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